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DDA 85-0060/4
1 February 1985

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 1 February 1985

DCI/ADMINISTRATION

FILE: 100-15-

1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

a. At the invitation of the Office of Training and Education (OTE), Training Directors from the Intelligence Community met in what will be the first of periodic gatherings during the year. The group was briefed on OTE's new overseas personal security training effort and on DIA's new training initiatives in counterterrorism and space warfare. The head of the State Department's Security Training also briefed on State's new mobile training effort.

25X1 b. The Midcareer Course (MCC) No. 91 began classes on 27 January as the inaugural group of 29 students [redacted] newly completed self-contained training facility. For this running of the MCC, major effort has gone into making the Course more interactive with the addition of a series of tasking exercises and other group-related activities.

25X1 d. The colleges and universities attended by personnel entering-on-duty during the past four years was tabulated by school and achievement level in a special report. The new data shows that the University of Maryland is the top producer of new employees with a total of 148 during the four-year period as local recruitments. Other metro area high representation is shown for George Mason and George Washington Universities followed by Georgetown and American Universities. The top out-of-the-area

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school is the University of California providing 70 new employees, followed by VPI, State University of New York, the University of Virginia and Pennsylvania State University, in that order. Of the new personnel entering-on-duty during the four-year period, 821 attended the mentioned schools.

e. The Deputy Director of Central Intelligence approved the establishment of a partial tuition assistance program for Agency Student Trainees during their senior year. The plan provides for \$1,000 per semester plus \$250 additional compensation for students who maintain a 3.5 GPA on a 4.0 scale, for a maximum of two semesters. Upon graduation, students would serve six months as a staff employee for each semester of tuition assistance provided but not to exceed twelve months of required service. We believe this new incentive will make CIA more competitive in attracting and retaining bright, qualified and highly motivated graduates.

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1. A meeting was held on 25 January at the George Washington Memorial Parkway (GWMP) headquarters with personnel from the Federal Highway Administration and GWMP authorities concerning the acceleration lane on the northbound side of the Parkway. A site survey concluded that the proposal was sound and we should proceed. Work will begin in early summer 1985 and will be completed in less than a month. A traffic barrier wall planned for the median strip may take longer but will not impact the traffic flow. Cost for the project is estimated at \$750,000 and when completed will eliminate a serious safety problem which exists to northbound traffic exiting the Headquarters Compound at the Parkway gate.

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25X1 j. On 26 January, Headquarters Operations, Maintenance and Engineering Division/OL, supervised the Phase II move of 60 work stations for the Office of Soviet Analysis/DDI, from [] to the Headquarters Building. The move was completed that evening, with the next major phase scheduled for the latter part of March.

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1. As a result of a suggestion from a Career Trainee (CT), the Career Trainee Development Course staff decided to implement a change whereby CTs would introduce speakers to the class. Directorate of Operations CTs will introduce DO speakers, Directorate of Intelligence CTs will introduce DI speakers, and so forth. The Office of Training and Education has found that this minor change has involved CTs more intimately in the process of the course. To date, CTs are demonstrating considerable poise and confidence on stage. The speakers seem to like it too.


3. Significant activities anticipated during the coming week:

25X1 a. On Tuesday evening, 5 February, the DDA will address the Midcareer Course []

25X1 b. On Wednesday afternoon, 6 February, the DDA will address the Office of Logistics' Procurement Workshop []

25X1 c. On Thursday evening, 7 February, the DDA will address the Advanced Intelligence Seminar []

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Harry E. Fitzwater

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